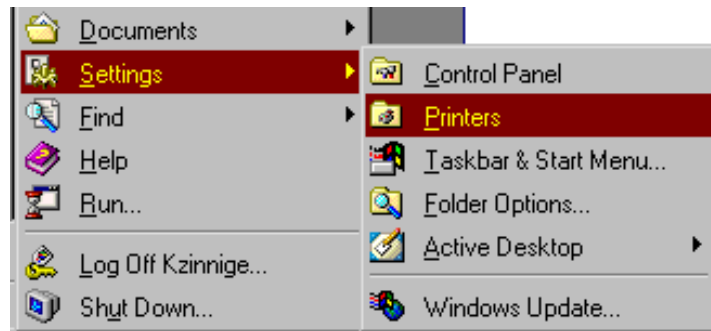# Adding Printers - Windows 95/98

This process will allow you to add a print driver to your Printer Set Up file on your PC. Follow the steps below using your mouse for highlighting to select and clicking or double-clicking to execute.

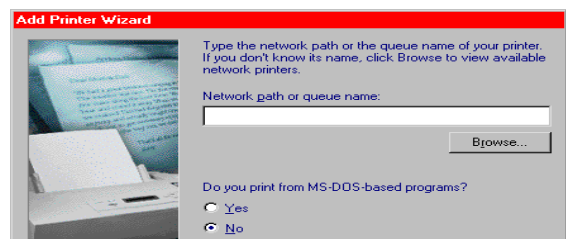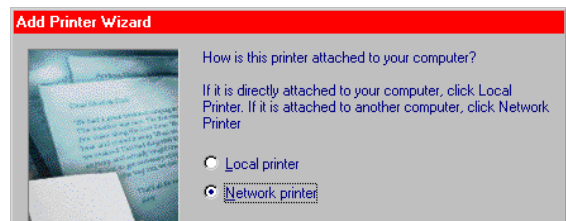**Click on:**
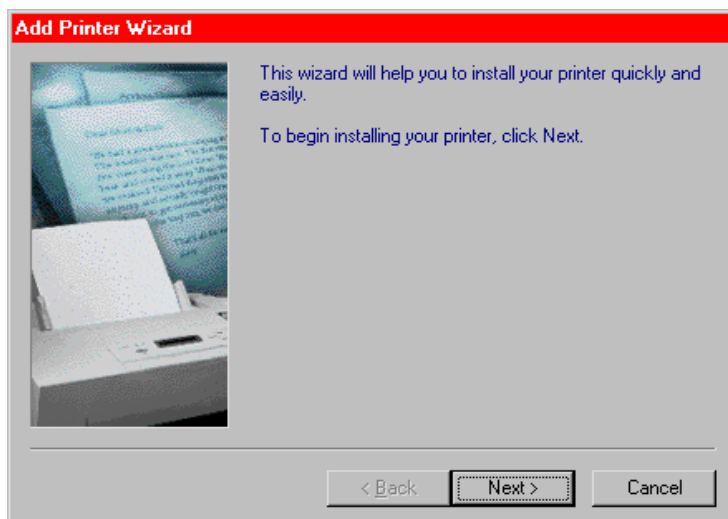   *Start*
      Settings
         Printers

Select:
   Add Printer

Add Printer Wizard is displayed, click on -or- select:
   Next
      Network Printer
         No - Do you print from MS-DOS based programs?
         Browse

A window will be displayed placing you in the 'Network Neighborhood' directory. From within this directory, a list of available servers is displayed.

Browse for Printer is displayed, click on -or- select:
Network Neighborhood

Select:
    Miantsvr1
        Double click

A list of printers will be displayed. You must know the printer you want to install. Select your choice from the list.
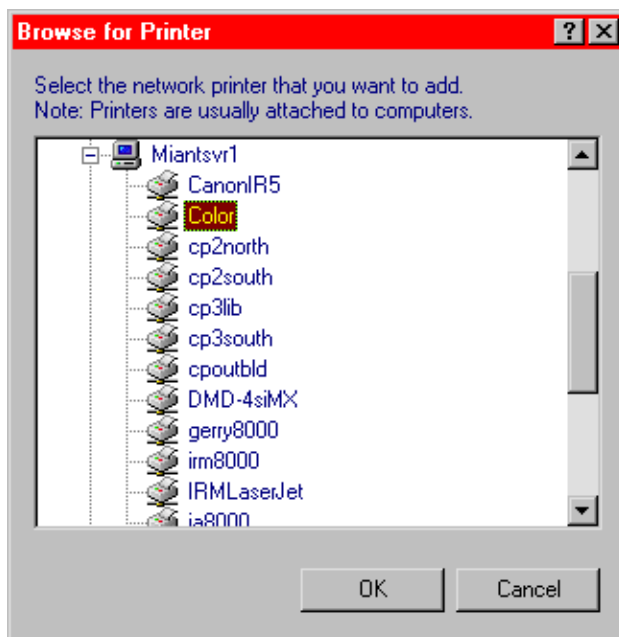
Select printer from list!
    Highlight printer and select:
        Ok

Printers Available:

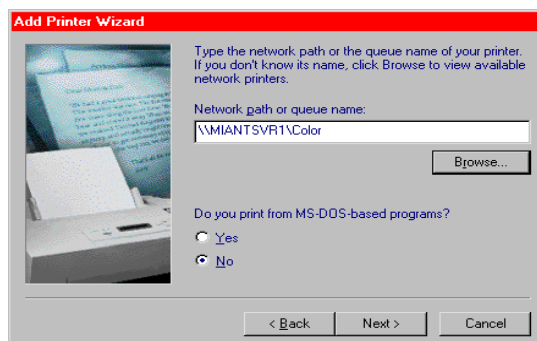|	
CanoniR5	Canon - CanoniR5000 - Main Copier - Rm 113
Color	TekTronix - Phaser 850 - 2nd Fl South
cp2north	RICOH- Ikon Aficio 450/ - 2nd Fl North
cp2south	RICOH- Ikon Aficio 450/ - 2nd Fl South
cp3lib	RICOH- Ikon Aficio 450/ - 3rd Fl Library
cp3south	RICOH- Ikon Aficio 450/ - 3rd Fl South
cpoutbld	RICOH- Ikon Aficio 450/ - Annex Bldg
DMD-4siMX	HP- LaserJet 4siMX - Rm 218
gerry8000	HP- LaserJet 8000N - Rm 219
irm8000	HP- LaserJet 8000N - Rm 218
IRMLaserJet	HP- LaserJet 4siMX - Rm 218
ja8000	HP- LaserJet 8000N - Rm 216A
ob8000	HP- LaserJet 8000N - Annex Bldg
omi	HP- LaserJet - Rm 103
pt8000	HP- LaserJet 8000N - Rm 206
Richards325	HP- LaserJet 8000N - Rm 325

A window will be displayed showing the printer manufacture name you have selected. If not correct, press '***Back***'. If the printer is correct, continue.

Select one: (No is generally the default!)
    Yes - Do you print from MS-Dos programs?
    No - Do you print from MS-Dos programs?
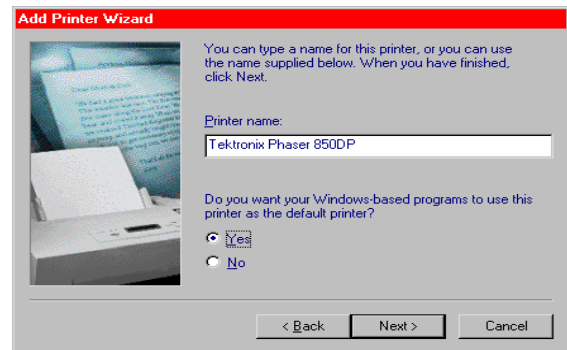   *Next*

Select one: (Yes is generally the default!)

Yes - The printer is your default printer.

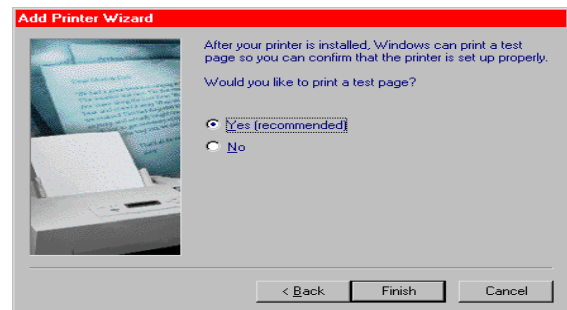**No** - The printer is NOT your default printer.

Next

Lastly, you will be asked if you would like to print a 'Test Page'.

Select one: (Yes is recommended!)

Yes - Print a test page..

No - Do NOT print a test page.

Finish

Duplex Printing - Windows 95/98

Local Printer Setup: Setting Duplex (double sided pages)

You can print double sided (duplex) pages on several of the LAN Server printers by enabling the Duplex print feature within your computer's print setup.
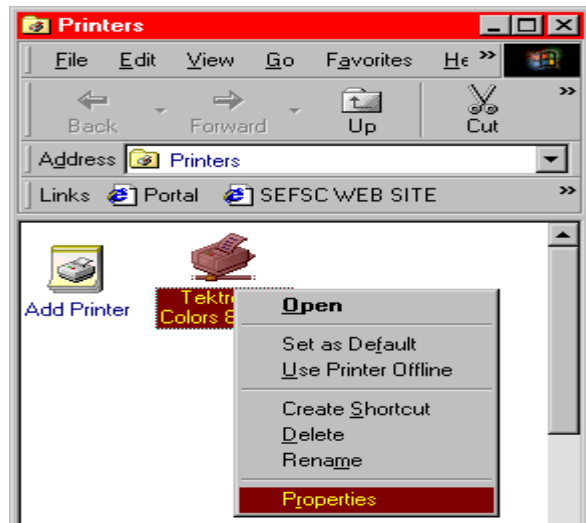
Click on: Select the printer wanted: **Click on:**
Start   *Printer Icon*
   Settings   Select and Right click:
     Printers   *Properties*

Select and click on:
   Setup
     Print on 2 sides
      Apply
       OK